

**College Planning Services
Bebe Kok & Associates, LLC
PO Box 36336
Hoover, AL 35236**

Program Options: *Initial* on the appropriate line to indicate your choice:

Introductory consultation to meet and discuss the basics of the college application process with parents and with student.	Student consult:	45 minutes	\$70
	Parent consult:	Following Student consult.	\$ 0

1. First Semester begins after Labor Day, and culminates at the end of the first semester. It can begin earlier or later as the need arises.

_____ **A. Ninth & Tenth Grade 1st semester**

Ninth and Tenth grade students may only need to meet once or twice a semester. It depends on the needs of the students and their parents. I will let you know if I think you need more or less sessions.

\$ 60 per session - 1 session per month

\$120 per month – 2 sessions per month

There is a discount for paying for the entire semester. However, that varies with what the students need.

_____ **B. Eleventh & Twelfth Grade 1st semester**

Eleventh grade students may only meet once a month, with seniors meeting twice a month. It depends on the needs of the student.

\$ 65 per session / 1 session per month

\$130 per month - 2 sessions per month

\$480 per semester (2 sessions per month) when paid at the beginning of semester.

2. Second Semester begins in January and culminates at the end of May.

_____ **A. Ninth & Tenth Grade 2nd semester** (See above for number of times per month needed)

\$ 60 per session 1 session per month

\$120 per month – 2 sessions per month

There is a discount for paying for the entire semester. However, that varies with what the students need.

_____ **B. Eleventh & Twelfth Grade 2nd semester**

\$ 65 per session / 1 session per month (Eleventh only)

\$130 per month - 2 sessions per month

\$580 per semester (2 sessions per month) when paid at the beginning of semester.

These are not all inclusive but an example of goals for each grade level. Students will set individual goals with Mrs. Kok.

General Goals for Each Year:

1. Create a four-year high school plan.
2. Explore careers and majors for those careers.
3. Explore extracurricular activities important to colleges and external scholarships.
4. Understand the “Stand Out” factor and how to develop it.
5. Discuss organization, prioritizing for optimal grades.
6. Where to get help if grades are not optimal.
7. NCAA and NAIA if needed

General Goals for 11th Grade:

1. Review transcript and course choices
2. Personality Profile (if needed)
3. Assess testing and test prep needs
4. Generate personal list of colleges of interest
5. List possible majors
6. Plan campus visits/ interviews
7. Research Potential Scholarships
8. Develop resume’ what needs to be added
9. Essay help and practice
10. Attend college events
11. Shadow if needed
12. Work with answers to a standardized test and decide on strategy for further tests
13. Discuss pros and cons of colleges of interest and make a spreadsheet of those pros and cons
14. Go hear colleges visiting at your school
15. Go to other college events of interest
16. Work with Mrs. Kok to set up college visits
17. Intern with focus on career
18. Plan on courses to take if needed during the summer
19. Discuss NCAA and NAIA if needed
20. Identify summer opportunities that would further your career interest
21. Practice interview if needed
22. Using the internet and college representatives make a list of questions to ask that fit your needs
23. Do your colleges of interest require subject tests? If so, prepare for and take
24. Plan activities needed for your resume’.
25. Keep a list of shadow experiences that might help during an interview.

General Goals for 12th Grade:

1. Consider list of activities for junior year and complete them where necessary.
2. Revise and Refine List of Schools for Application
3. Determine plans for ED/EA or Regular Decision
4. Continue to assess testing and test prep needs
5. Examine majors and career opportunities
6. Discuss and find “stand out” factor to help with entrance/scholarships
7. Visit college events
8. Plan to maximize college visits/ interviews.
9. Complete resume for acceptance and scholarships

10. Application supervision for maximizing acceptance/scholarships
11. Mid-Year review of process
12. Extensive essay support – brainstorming, proofing, editing
13. External scholarship applications help.
14. Evaluate college decisions, payment of room deposit, prior to May 1.
15. Complete NCAA/NAIA if applicable
16. Making the transition with help the first semester in college with courses taking.

I. Scope of Services:

A. At CPS (College Planning Services & Associates, LLC) responsibilities include providing the services listed as bullet points by the grade level above.

B. Client Responsibilities include:

- Full disclosure of student’s transcript, standardized test history.
- Meet CPS deadlines for meetings, essay drafts, testing, completing and submitting applications, and all other required/requested tasks.
- Actively research suggested colleges and visit campuses when possible.
- Follow requirements of the high school guidance office and maintain communication with the high school counselor
- Send official test scores and all supporting information to the colleges well before their deadlines.
- Monitor status of applications, keep Mrs. Kok informed throughout, and notify colleges of enrolment intentions when decided upon.

II. Services provided by CPS are advisory in nature, and the final decision on a selection of college rests with the student and family. It is understood that CPS does not guarantee acceptance to any particular college or the award of any scholarship. The obligation of CPS is the welfare of the student.

Fees are not refundable and are due prior to the session or sessions as agreed on above.

I understand and agree to the above terms:

Student’s full name _____

Signature of Parent/
Guardian _____ Date _____

CPS _____ Date _____